

SCOPE OF WORK

SURVEY AND GRADE BURIAL SECTION **BLACK HILLS NATIONAL CEMETERY, STURGIS, SOUTH DAKOTA**

- A. The Contractor: Shall furnish all labor, material, equipment, and supervision necessary to survey and grade an existing burial section and install monument control markers at Black Hills National Cemetery and in accordance with the scope of work, contract drawings, and per applicable standards and requirements.
- B. The Work: The Work shall include, but shall not be limited to the following (not necessarily in the order indicated):
1. Before beginning any demolition work, the Contractor shall survey the site and examine the drawings and review the scope of work to determine the extent of the work. The Contractor shall take necessary precautions to avoid damages to existing items to remain in place, to be reused, or to remain the property of the Cemetery. Any damaged items shall be repaired or replaced as approved by the COR.
 2. Establish construction limits, install safety controls, and install construction fencing as approved and/or directed by the COR.
 3. **SITE SURVEY**: Locate and stake/flag all underground utilities, irrigation system piping, sprinkler heads, and other components. Coordinate shutdown and operation of the existing irrigation system with the COR to accomplish the work.
 4. **SITE CLEARING**: Remove grass and other vegetation or obstructions as required to permit grading of the site within the limits of the project. Dispose of all organic material on the cemetery property at the direction of the COR. Haul away & dump trash, debris, and waste to an approved disposal site.
 5. **EROSION CONTROL AND SITE DRAINAGE**:
 - a. Contractor shall provide erosion control measures to prevent erosion or displacement of soils and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways. Contractor shall install silt fence and inlet protection prior to any soil disturbance activities.
 - b. During construction, perform excavation and fill in a manner and sequence that will provide proper drainage at all times. Provide for the collection and disposal of surface and subsurface water encountered during construction. Completely drain construction site during periods of construction to keep soil materials sufficiently dry. Provide temporary ditches, swales, and other drainage features and equipment as required to maintain dry soils.
 - c. When unsuitable working platforms for equipment operation and unsuitable soil support for subsequent construction features develop, remove unsuitable material and provide new soil material as specified herein. It is the responsibility of the Contractor to assess the soil and ground water conditions presented by the plans and specifications and to employ necessary measures to permit construction to proceed.
 6. **SITE GRADING AND FINISHING**:
 - a. Perform grading within the limits of the project to the lines, grades, and elevations indicated and as specified.
 - b. Finish the final graded surface to a smooth and compact surface. Provide the degree of finish for graded areas within 0.1 foot of the grades and elevations indicated. Finish the surface of areas to receive turfgrass from settlement or washing to a smoothness suitable for the application of turfgrass seed or sod. Repair graded areas prior to acceptance of the work, and re-established grades to the required elevations and slopes.
 - c. Fill depressions caused by clearing and grubbing operations with satisfactory subgrade material of similar characteristics and texture to the soil already present on site. Top dress filled areas with a

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- minimum of three (3) inches of topsoil material to meet the finish grades. Place fill material in horizontal layers not exceeding six (6) inches loose depth, and thoroughly compact each layer to a density equal to adjacent original ground.
- d. Excavate unsatisfactory materials encountered within the limits of the work below grade and replace with satisfactory materials as directed by the COR.
 - e. If excess material is to be removed from the site, dispose of excess material (free of trash, debris, & waste) on cemetery property as directed by the COR.
 - f. If additional fill material and topsoil is required:
 - (1) Import, spread, and compact additional fill material of similar characteristics and texture to the soil already present on site as approved by the COR
 - (2) Import, spread, and compact additional high quality topsoil of similar characteristics and texture to the soil already present on site from an off-site source approved by the COR.
 - (3) Topsoil shall be free of foreign matter, any objects bigger than 25 mm (1 inch) and weed seeds.
 - (4) Apply and compact sufficient topsoil of at three (3) inches in depth to meet the required grades. Eliminate all ripples and depressions to achieve the desired smooth and uniformly level finish grade and appearance. New surfaces shall be blended to existing areas.
 - (5) Firm the topsoil by rolling with a standard turfgrass roller that is half-full of water. If more weight is required to adequately firm the surface, fill the roller with water and repeat rolling as necessary. Properly firmed soil will show a foot print when walked upon, but will not allow the walker's foot to sink into the soil
7. **SURVEYED CONTROL MONUMENTS:** Contractor's professional licensed land surveyor shall layout and install the precast concrete monuments and aluminum monument markers in the quantity and locations as specified on the drawings.
 8. The installation of turfgrass seed or sod is not included in the scope of this contract.
 9. Thoroughly clean up the work area at the end of each day's work, and at completion of the project. Leave premises clean and free of waste, scrap, used equipment, or other material intentionally or incidentally delivered to the site by Contractor or Contractor's personnel.
 10. The Contractor shall protect from damage all existing improvements, equipment, structures, facilities, grounds and utilities at or near the work site and on adjacent property. The Contractor shall repair any damage to those facilities, including those that are the property of a third party, resulting from failure to comply with the requirements of this contract or failure to exercise reasonable care in performing the work. If the Contractor fails or refuses to repair the damage promptly, the Contracting Officer may have the necessary work performed and charge the cost to the Contractor.
 11. Upon completion of contract, deliver work complete and undamaged. Existing materials, equipment, fixtures, or structures disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work.
 12. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (including telephone) which are not scheduled for discontinuance or abandonment.

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C. STANDARDS OF EMPLOYEE CONDUCT:

- a. The National Cemetery Administration honors veterans with a final resting place and lasting memorials that commemorate their service to our Nation. National Cemeteries are national shrines. The standards of work, appearance, and procedures performed by the contractor at this cemetery shall reflect this nations concern for those interred there. Due to the sensitive mission of the cemetery, contractor personnel must exercise and exhibit absolute decorum, composure, and stability at all times.
- b. Contractor personnel shall be required to adhere to the following standards of dress and conduct, as briefly mentioned here, while performing work in the National Cemetery. These standards and regulations are enforceable under Title 38, U.S.C., Part I, Chapter 9, Section 5901.
- c. Clothing shall be presentable and suitable to the work while maintaining proper appearance and decorum indicative for a National Shrine. Uniform shirts and hats are preferred. Clothing shall be clean and cleanliness and personal hygiene are imperative. T-shirts and/or tank tops as outer garments are prohibited. Protective/safety clothing and shoes shall meet or exceed OSHA and state requirements.
- d. Behavior and language must be appropriate, reverent, and respectful at all times.
- e. Eating and drinking (except water) is prohibited in the work areas and within sight of a committal shelter during a service.
- f. Use of intoxicating beverages, any tobacco products, and illegal drugs on the Cemetery premises is strictly prohibited.
- g. Contractor personnel shall not lean, sit, or stand on or against headstones or monuments. No tools, equipment or other items will be placed or leaned on headstones or monuments.
- h. The Contractor shall be responsible for maintaining satisfactory standards of personnel conduct and work performance and shall administer disciplinary action as required. The Contractor is expected to remove any employees from the Cemetery for cause, to include, but not limited to, safety violations, other misconduct in performance of duty under these specifications and/or conduct contrary to the best interests of the Government. If the Contractor fails to act in this regard, or the reason for a removal is immediately required to protect the interests of the Government, the COTR may direct the removal of an employee from the premises. Contractor objections to any such action will be referred to the Contracting Officer (CO) for final resolution; however, the Contractor will first immediately comply with COTR direction pending any CO final resolution at a later time or date. The Contractor will not be due any type of compensation for their costs incurred as a result of an employee being removed for cause; unless the removal is directed by the COTR, and is later found invalid and/or unreasonable by the Contracting Officer.

- D. Time of Completion: The project shall be completed within 30 calendar days after contract award.
- E. Code Compliance: All work shall be performed in accordance with National, State, and Local Codes including the International Building Code (IBC), the International Mechanical Code (IMC), the International Plumbing Code (IPC), and the National Electrical Code (NEC)
- F. Contractor Quality Control: The Job Site Superintendent will: a) review and approve submittals, b) inspect the quality of work performed, and c) certify the completed work for payment and other purposes.
- G. Submittals After Award: Submit manufacture's literature for the pre-cast concrete monument and aluminum monument marker to the COR for review/approval.
- H. Plans/details: Drawing D-1, Existing Conditions & Topographic Survey; Drawing L-100, Grading Plan; Drawing L-200, Site Layout Plan.

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- I. POC: The Contracting Officer's Technical Representative (COR) for this project is: Terry Corkins, Foreman, Black Hills National Cemetery.
- J. Project completion: The project site shall be protected and/or restored to a condition equal to that existing prior to the commencement of work.

END OF SCOPE OF WORK